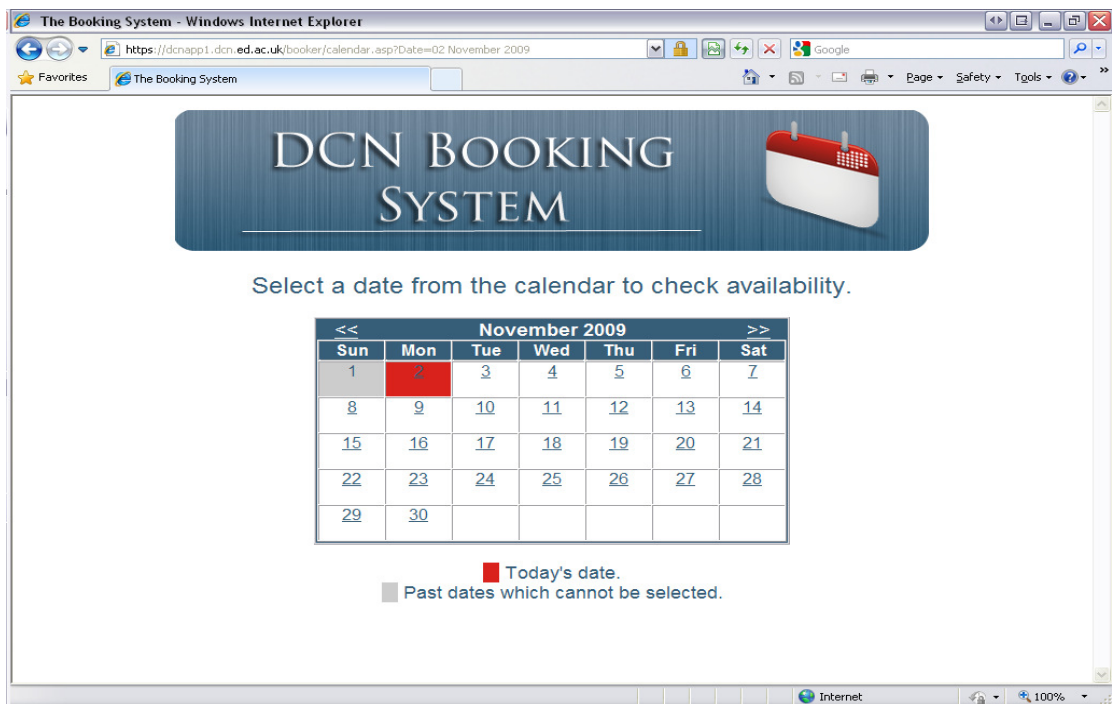
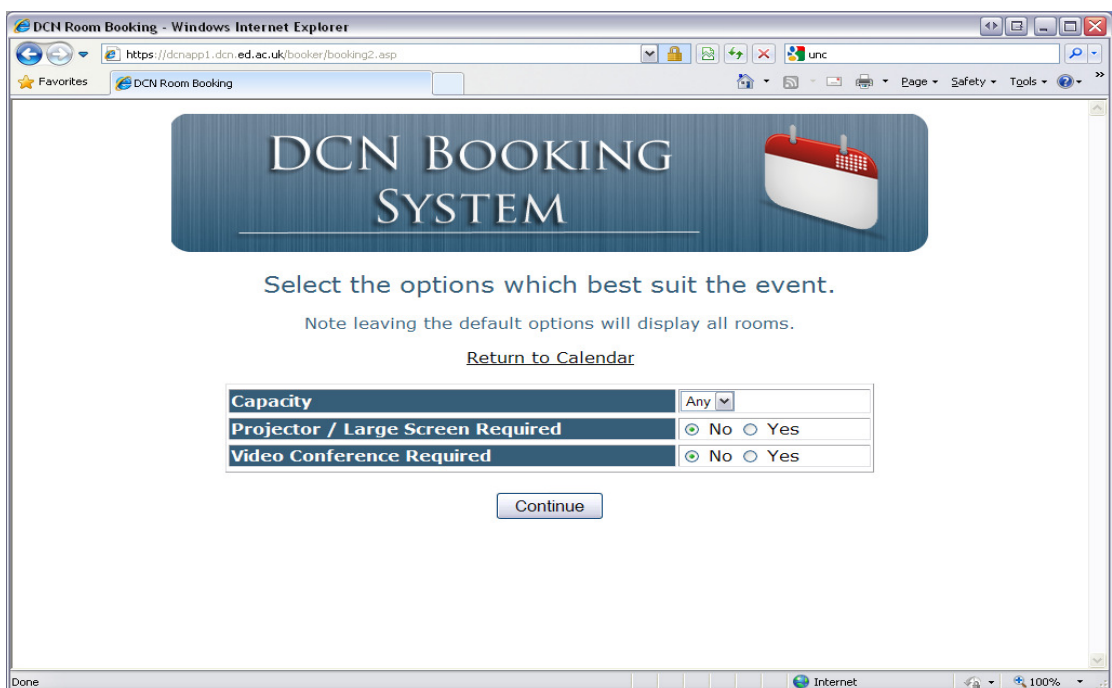


DCN Booking System User Guide

1. Select the date from the calendar that you are interested in booking, note you cannot select dates in the past.



2. If you require a large room or special facilities such as projector or video conference then please select the required options; otherwise leave options as default and select continue to view all the rooms.



- The list of available rooms is displayed; scroll down to view all rooms. Each room has a list of attributes, a photograph and a list of current bookings. Select the photograph to open the booking screen where you can provisionally book a room.

DCN Room Booking - Windows Internet Explorer

https://dcnapp1.dcn.ed.ac.uk/booker/roomview.asp?Date=09 November 2009

Mon 09 November 2009

Return to Options

Name	Capacity	Location	Description	AV Facilities	Video Conference	Network	Room Administrator	Current Bookings
DCN Seminar Room	35	DCN Corridor	Suitable for large meeting or seminar	Projection, Light Box	Yes	NHS and UoE Network points, UoE Wireless	judi.clarke@ed.ac.uk	06:00-09:00 Meeting A 18:00-19:00 IT Meeting 19:00-20:00 Weekly Team Meeting 21:00-21:15 Purpose of Meeting 21:15-22:00 Meeting
Ian Rose Meeting Room	12	SBIRCS	Suitable for small meeting or Interview	Projection, Light Box	No	UoE Network and UoE Wireless	moira.henderson@ed.ac.uk	
NTUA Meeting Room	10	NTUA	Suitable for small meeting or Interview	None provided	No	UoE Network and UoE Wireless		

- Once a room is selected we can see a list of bookings for the day, provisional bookings are in red. Note the day is split into time slots. To provisionally book a room select "Book Slot" for the time slot you wish to book. Note you can book anytime within a free time slot.

DCN Room Booking - Windows Internet Explorer

https://dcnapp1.dcn.ed.ac.uk/booker/ease/manageBookings.asp?selectedDate=09 November 2009

DCN Seminar Room

09 November 2009

Return to Room View

Purpose	Start Time	End Time	Booking Contact	Booking Status	Notes
Book Slot	Time available: 00:00 - 06:00				
Meeting A	06:00	09:00	David Buchanan	Provisional	
Book Slot	Time available: 09:00 - 18:00				
IT Meeting	18:00	19:00	David Buchanan	Confirmed	
Weekly Team Meeting	19:00	20:00	David Buchanan	Confirmed	
Book Slot	Time available: 20:00 - 21:00				
Purpose of Meeting	21:00	21:15	David Buchanan	Confirmed	
Meeting	21:15	22:00	David Buchanan	Provisional	
Book Slot	Time available: 22:00 - 23:59				

* Please note all bookings are provisional until confirmed by an appropriate administrator.

5. Select “Book Slot” to provisionally book a room. Depending which slot you are booking the available time is displayed at the bottom of the page. In the case below we can book the room from 09:00 to 18:00 that day as there are no conflicting bookings.

DCN Room Booking - Windows Internet Explorer

https://dcnapp1.dcn.ed.ac.uk/booker/ease/addAppointment1.asp

DCN Room Booking

Room Booking

Booking Date	09/11/2009
Start Time	09:00 format: hh:mm 24hr
End Time	18:00 format: hh:mm 24hr
Purpose	
Booking Contact	David Buchanan
Contact Email	david.buchanan@ed.ac.uk
Contact Extension	32908
Contact Location	NTUA
Notes	

Submit Back

Valid slot between 09:00 and 18:00

If we choose a time outside the valid slot we will get an error message

DCN Room Booking - Windows Internet Explorer

https://dcnapp1.dcn.ed.ac.uk/booker/ease/addAppointment1.asp?outcomeMessage=End%20Tim

DCN Room Booking

Room Booking

Error: End Time is not valid

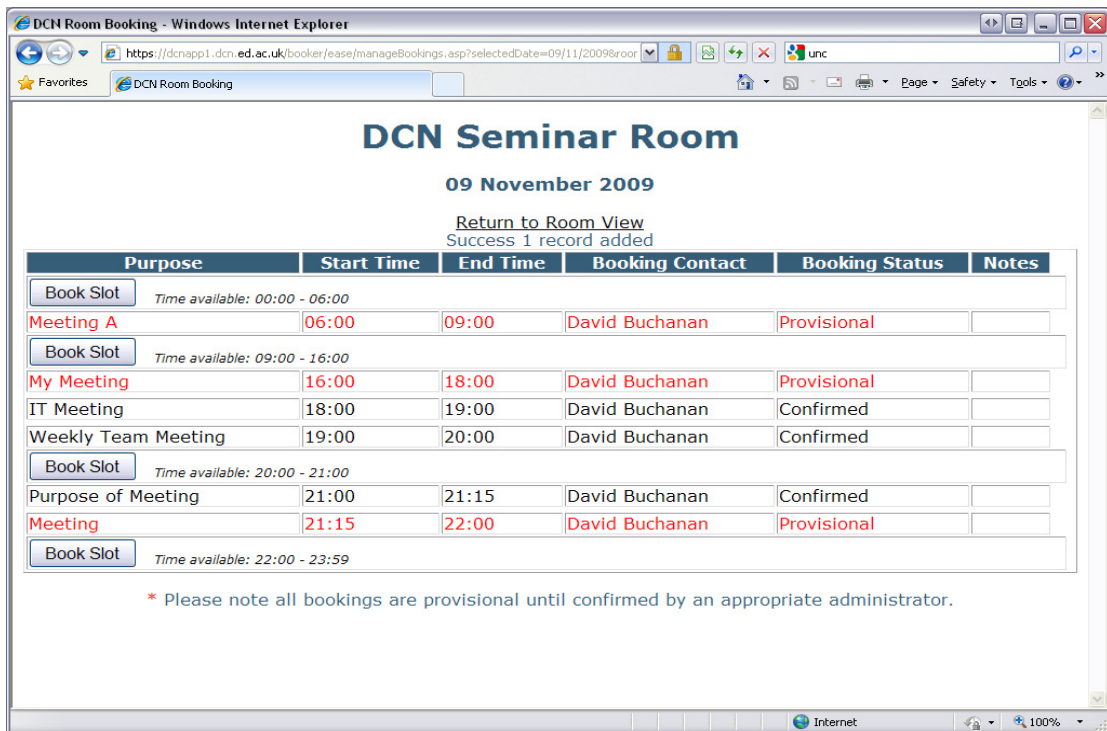
Booking Date	09 November 2009
Start Time	16:00 format: hh:mm 24hr
End Time	18:30 format: hh:mm 24hr
Purpose	My Meeting
Booking Contact	David Buchanan
Contact Email	david.buchanan@ed.ac.uk
Contact Extension	32908
Contact Location	NTUA
Notes	

Submit Back

Valid slot between 09:00 and 18:00

Once we have entered our requested times and meeting purpose we can submit the request. Note the contact name, extension and location must be entered. The system will auto add this information from the myDCN system if the data is available. Note the booker should ensure this information is correct as a confirmation will be sent to this email address.

6. Return to the booking screen to see the new booking. Please note all bookings are provisional until confirmed by the room administrators.



Purpose	Start Time	End Time	Booking Contact	Booking Status	Notes
Book Slot Time available: 00:00 - 06:00					
Meeting A	06:00	09:00	David Buchanan	Provisional	
Book Slot Time available: 09:00 - 16:00					
My Meeting	16:00	18:00	David Buchanan	Provisional	
IT Meeting	18:00	19:00	David Buchanan	Confirmed	
Weekly Team Meeting	19:00	20:00	David Buchanan	Confirmed	
Book Slot Time available: 20:00 - 21:00					
Purpose of Meeting	21:00	21:15	David Buchanan	Confirmed	
Meeting	21:15	22:00	David Buchanan	Provisional	
Book Slot Time available: 22:00 - 23:59					

* Please note all bookings are provisional until confirmed by an appropriate administrator.

7. An email will be sent as a receipt of the provisional booking.

Message from DCN Booking System

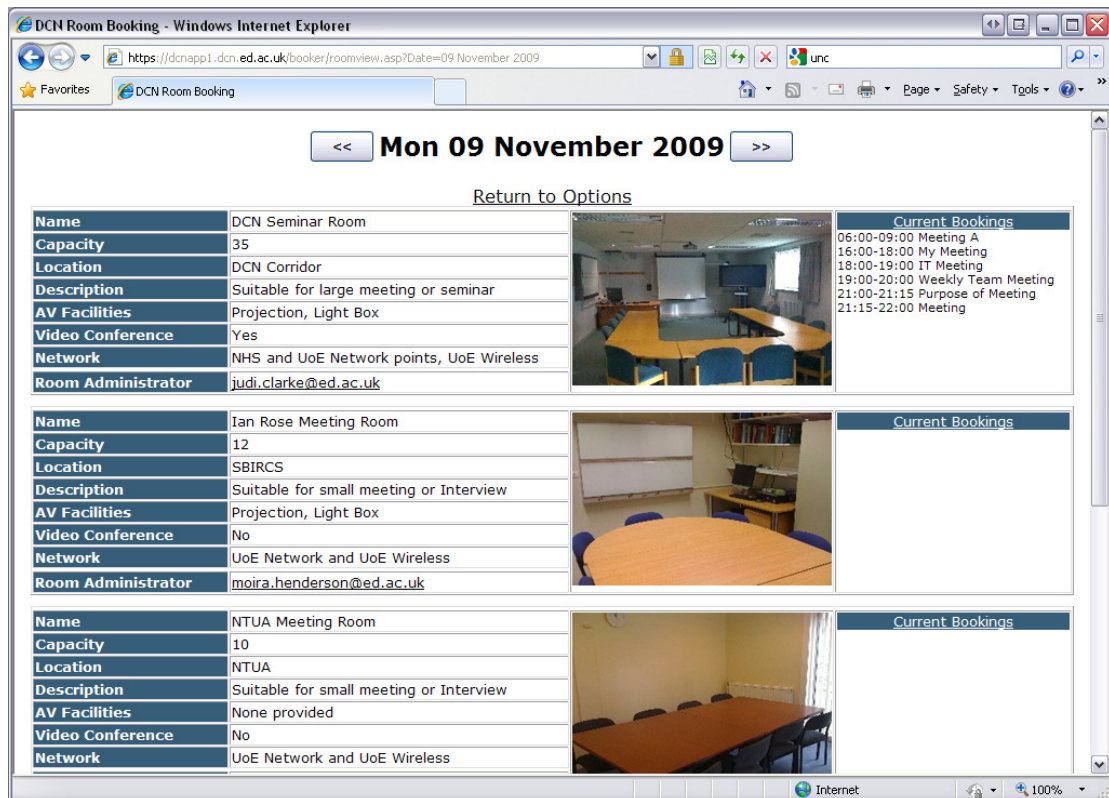
Booking Request: DCN Seminar Room

- Purpose: My Meeting
- Booking Date: 09 November 2009
- Start Time: 16:00
- End Time: 18:00
- Booking Contact: David Buchanan
- Booking Status: Provisional

A confirmation email will be sent once the booking has been confirmed.

Thank you.

8. Return to the room view to see the bookings for the day.



9. A confirmation email will be sent once the booking has been confirmed by the room administrator.

Message from DCN Booking System

Booking Confirmed: DCN Seminar Room

- Purpose: My Meeting
- Booking Date: 09 November 2009
- Start Time: 16:00
- End Time: 18:00
- Booking Contact: David Buchanan
- Booking Status: Confirmed by dbuchana

If you have any queries please contact the appropriate room administrator.

Thank you.

10. For Further Information:

- On meeting rooms in DCN contact either Moira or Judi, see room administrator in room view for details.
- For IT Support contact the DCN IT Team, this must be requested separately if required.
- Booking system queries contact David Buchanan